Process	*Budget Key Translations*
Process Number	*BD – 013A Organization Code*

Description of Process

Usually Agencies budget and expense at different levels.   They budget at a summary level and expense at a detail level. In order for the Budget Checking Module (BCM) in PeopleSoft to locate a budget, Budget Key Transaction (BKT) must occur. BKT must also occur to translate a Standard budget into Controlled Budget Journals for the 4 different Controlled Budget types, Approp, Allot, Org, and Revest. (There is also a Project/Grant budget type but it is not in use at this time.

The Budget Key Translations panel provides the system with instructions on how to translate actual transactions into budgetary terms.

Because the key to Budget Key Translations is the **Organization Code (DeptID)**, there must be a complete set of Budget Translation Types (Appropriation/Allotment Budget Type; Organization Budget Type; Project/Grant Budget Type and Revenue Budget Type) for each Organization Code (DeptID) used with pre-encumbrance, encumbrance , expense or budget transactions.

Input to Process

Each Business Unit will create budget translations for all new organization codes added to their BCM_ORG Tree.

Output of Process

Establishing of translations which allows actual transactions to locate associated budgets.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Define Business Rules, Control Public Sector	Use, Budget Key Translations – **Update/Display**

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Enter identifiers for your Budget Key Translations Enter the Business Unit, Budget Year and an Organization Code that is already translated. (Pick any one, they are all the same.) Click "OK" Next a Budget Key Translation message will be displayed. Click "OK"	Agency
Step 2: Copy To To copy budget translation rules for another organization with the same budget year, enter the **Organization Code** that is to be translated. Click on the "save" icon or press "enter" to save. This will copy the translations for the new organization code.	Agency

Forms Used with Process (#)

**Attach sample form(s)

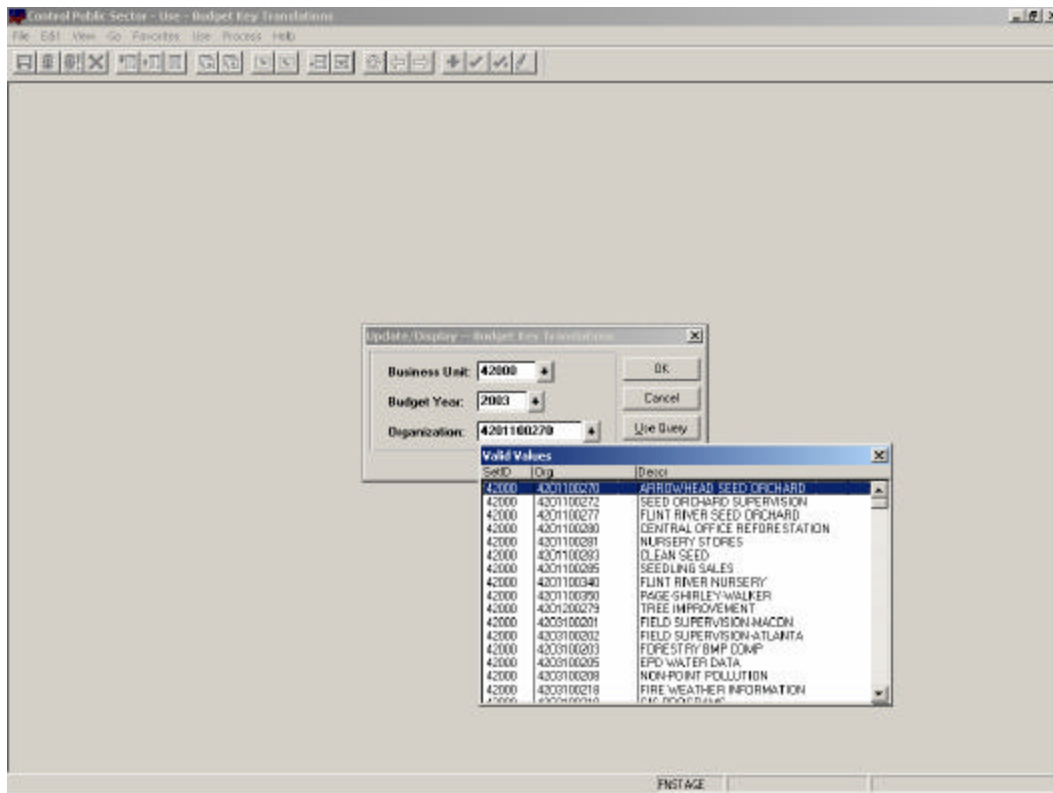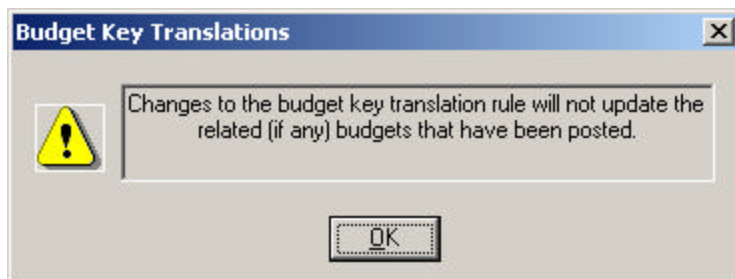### *Process Flow Diagram (if appropriate):*

Process Signoff

Tested By
Date Tested

Enter identifiers

Budget Key Translation Message

Budget Key Translation Panel